

DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
CITY SCHOOLS DIVISION OF PAGADIAN
Pagadian City



June 3, 2023

DIVISION MEMORANDUM

No. 121, s. 2023

RELEASED

Date/Initial: 6/5/23
DepEd, Division of Pagadian City

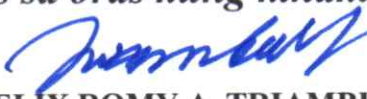
ON REQUEST FOR OVERTIME

To: **ALL EMPLOYEES**
This Schools Division

file

1. The latest submission for request of overtime is Wednesday so that the superintendent has time to evaluate whether such is necessary or not; otherwise, DISAPPROVED.
2. The request for overtime must be submitted first to the superintendent for him to review, before this will be brought to the finance / accountant to determine whether funds are available.
3. Necessary documents to be attached to the request:
 - a) Program of works for the month\ specifying the type and the quantity of tasks to be accomplished daily;
 - b) Daily Time Log of accomplishments as required matching the type and the quantity in the program of works; and
 - c) The tasks and the quantity of tasks to be accomplished during overtime.
4. Then attached the above and the actual accomplishments in claiming for overtime pay.
5. The undersigned is aware and has some data that some tasks in the past in some sections were not done / neglected causing bottlenecks, backlogs.

Every Flag Raising Ceremony we recite the **Panunumpa sa Kawani ng Gobyerno** with this line “... *Ako’y magsisilbi ng lampas sa oras kung kinakailangan...*”


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent